



Basic Guidelines for Seton Hall Dissertations and Theses

Some minimum degree of standardization in a Seton Hall dissertation or thesis is required:

- **Standard title page** (see http://library.shu.edu/ld.php?content_id=9390882)
- **Standard signature page** (see http://library.shu.edu/ld.php?content_id=9390894)
- **Correct name of your degree** (see <http://www.shu.edu/academics/masters-degree-programs.cfm>)
- **Standard copyright page** (see http://library.shu.edu/ld.php?content_id=9391024)

Each College or School has produced a dissertation handbook that is made available as a link on the Libraries' dissertations and theses page as a central University location with reference to the guidance provided on the mechanics of final manuscript production and submission on the Libraries' web page. Absent specific school/college guidelines that differ:

12-point Times New Roman is the preferred font. All four margins of the page must be at least one inch, and the left and right margins should be equal. All material, including figures, tables, headers/footers, footnotes/endnotes, and images, must appear within the margins of the manuscript.

The text, is double-spaced. Normally, quotations of eight lines or more are indented and single-spaced. Footnotes, endnotes, and bibliographic entries should be single-spaced with double spacing between each entry.

All prefatory pages are numbered continuously using lower-case Roman numerals (i, ii, iii...) centered at the bottom of the page. All other pages, including the main body of the dissertation, references, bibliographies and appendices, are numbered continuously using Arabic numerals (1, 2, 3...), starting from the number "1". These page numbers should be centered at the bottom of each page.

Guidance for the production of final copy should be centralized in each College or School and not detailed to staff or secretarial-level personnel; that central person should meet annually with designated Library personnel for updated information on processes, copyright issues that arose in the past year with particular reference to the Provost's copyright web pages and guidance (linked to by the Libraries).

